Princeton University
Alumni-Faculty Forums
Reunions 2019

May 31 - June 1, 2019

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INTRODUCTION

Congratulations! You have been chosen by your class to serve as the Alumni-Faculty Forums Chair for your class. As you likely know, the Alumni Faculty Forums (AFFs) are a highlight of Reunions each year. Last year, more than 3,000 alumni attended the panels comprised of a total of 102 major reunion alumni.

In your capacity as chair, you will help to identify panel topics and classmates who are leaders in the areas chosen by the committee to comprise the 25 AFFs for Reunions 2019. To accomplish this, you may draw upon your own knowledge of your classmates and you should feel free to solicit input from your Reunions Chairs, Class Officers, and classmates. We will provide you with an Occupational Report which provides information about your classmates’ professional backgrounds. Past AFF Chairs have also found TigerNet, LinkedIn and Google searches to be useful in supplementing the information provided in the Occupational Report.

You will serve as the conduit for these many sources of information back to the AFF Committee.

AFF DATES AND TIMES FOR REUNIONS 2019

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<th>Friday, May 31</th>
<th>Saturday, June 1</th>
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<td>8:45-10:00 a.m.</td>
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<td>10:30-11:45 a.m.</td>
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AFF COMMITTEE INFORMATION

The AFF Committee is composed of alumni from the major reunions from the 5th through the 60th reunion and the graduate alumni (APGA) reunion.

Meetings are held monthly from October through January. Dinner is served at 6:30 p.m., followed by a work session from 7:00-9:00 p.m. The final meeting in February is tentative and will take place only as needed, to be determined based on our progress at the January meeting.

AFF COMMITTEE MEETINGS

It is expected that all AFF Chairs attend all of the meetings in-person. We understand that last-minute situations may arise that would prevent your AFF Chair from attending a meeting, in which case you may send a substitute. We do not offer the option to phone into the meeting.

   Wednesday, October 10, 2018 from 7:00 to 9:00 p.m.
   Wednesday, November 7, 2018 from 7:00 to 9:00 p.m.
   Wednesday, December 5, 2018 from 7:00 to 9:00 p.m.
   Wednesday, January 16, 2019 from 7:00 to 9:00 p.m.
   Wednesday, February 6, 2019 from 7:00 to 9:00 p.m. (if needed)

Dinner will be available at the Maclean House at 6:30 p.m. and the meeting will start promptly at 7:00 p.m. If you have any dietary restrictions, please let us know as soon as possible.
AFF PANEL COMPOSITION

The composition of the AFF panel is as follows:

- a minimum of 3 and a maximum of 5 alumni panelists from the major reunion classes or APGA;
- no more than one panelist from each major reunion class or the APGA;
- one moderator from among the faculty or administration;
- the diversity of the alumni body should be represented on each panel.

AFF PANEL INFORMATION

- Panels run 1 hour, 15 minutes and are relatively informal. They do not require research or preparation; panelists’ experience and perspective is enough.
- We encourage panel participants to be in touch prior to Reunions. Panelists will receive contact and biographical information for fellow panelists as soon as we have received all of the relevant materials. We ask that panelists plan to arrive at the location at least 15 minutes beforehand to make introductions and to address any last minute issues.
- Panelists will visit a link to submit their biographical information. We will circulate this link at a later date.
- Panels are moderated by members of the faculty or administration. Moderators announce the subject and introduce each panelist briefly.
- Panelists have five minutes or less to fill in their backgrounds and give their perspectives/positions on the topic.
- Moderators start the discussion by highlighting the key points mentioned by the panelists and by asking the first question.
- Moderators field questions from the floor, repeating the question into the microphone before panelists respond, and keep the discussion moving by interjecting questions as needed.
- Audio-visual aids are not available for panel discussion, so panelists should not expect to show slides or videos.
- The panel must end on time. Prompt conclusion of sessions is important because the forums are scheduled sequentially.
- In keeping with the informal feel of the AFFs, Reunions costumes are fine.

AFF COMMITTEE RESPONSIBILITIES

- Select 25 topics for the AFFs
- Identify and present to the committee classmates who could serve on the panels for review by the committee
• Work to ensure the diversity of the alumni body is represented on the panels
• Make recommendations on forum titles
• Confirm participants’ availability and willingness once selected
  
  **Important:** we ask that you not invite potential panelists to participate until they have been approved by the AFF Committee.

  **Please note:** the Office of Alumni Affairs does not pay for travel or housing for AFF panelists. Panelists are expected to participate as part of their major reunion celebration.

• Obtain current biographical information from each participant from your reunion as part of the confirmation process
• Inform Reunion Chairs and Class Presidents of which of your classmates have been selected for the AFFs so that they may encourage classmates to attend the panels

**OFFICE OF ALUMNI AFFAIRS RESPONSIBILITIES**

• Organize and provide location for meetings
• Distribute background and information materials to the AFF Committee
• Review and summarize survey results
• Synthesize and summarize committee work between meetings
• Recruit faculty and administrators to moderate panels
• Assign time and location of the forums
• Finalize forum titles
• Communicate logistics to panelists and moderators
• Publicize the forum schedule in the [Schedule of Open Events](#)
• Collect participants’ biographical information to be included in the Reunions app
• Arrange logistical and media support for panels